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|  | **Constitution and By-Laws**  **Of the**  **Food, Agricultural and Biological Engineering Graduate Student Organization**  **First adopted: September 2006**  **Last revised: May 2022** |

**Article I - Name, Purpose, and Non-Discrimination Policy of the Organization**

***Section 1:*** The name of this organization is the Food, Agricultural, and Biological Engineering Graduate Student Organization (FABE GSO).

***Section 2:*** Mission Statement: (1) To provide an organized outlet for communication between graduate students and departmental faculty and staff. (2) To bring together students from diverse background and research areas in an informal atmosphere. (3) To provide camaraderie among the graduate student community in the Food, Agricultural, and Biological Engineering Department.

***Section 3:*** This organization and its members shall not discriminate against any individual(s) for reasons of race, color, creed, religion, sexual orientation, national origin, sex, age, handicap, or veteran status.

**Article II - Membership: Qualifications and categories of membership.**

Membership will be limited to graduate students whose advisor is associated with the Food, Agricultural, and Biological Engineering (FABE) Department. All graduate students to whom this applies are automatically members.

Voting membership is limited to students who fill the above criteria.

Graduate students from other Departments, who are conducting their research in the laboratory of a member of the FABE faculty; and other individuals who do not fill the criteria to achieve full membership, but still express interest in being a member of the organization may be granted “associate membership”. Associate members have all rights of full members aside from voting.

**Article III - Organization, Leadership, Executive Office Responsibility**

***Section 1:*** The society will elect an executive committee comprised of:

i. President

ii. Vice President\*

iii. Treasurer

iv. Secretary\*

v. Faculty Meeting Representative

\*This position is optional. In the absence of a Secretary, a designated member of the Executive Committee will be responsible for fulfilling these duties. Executive Committee nominations will open the first week of March; elections will be held before the end of March, and other officer transitions will occur during the first week of April.

***Section 2:*** The Society will also maintain leadership positions. All positions will be appointed. If more than one person is interested, a simple majority vote of voting membership will decide the chairperson. If there is no interest for the Social, Professional Development, Wooster Campus Representative chairs, or Seminar Liaison, the position responsibilities will be distributed amongst the Executive Committee.

Leadership positions consist of:

*I. Council of Graduate Students Delegate* –Responsible for voicing the interests of FABE graduate students at the Council of Graduate Students meetings and reporting the actions of the Council. The CGS Delegate is highly encouraged to be a part of the Executive Committee but is not required.

*II. Social Chair* – Responsible for promoting camaraderie through organizing happy hours, “fun” field trips, potlucks, as well as sending notifications for these events.

*III. Professional Development Chair* – Responsible for organizing special events/educational events that allow for valuable work experience.

*IV. Wooster and Columbus Relations Chair* - Responsible for maintaining communication between the Wooster and Columbus campuses regarding the Society pursuits, activities, and advancements towards the Society mission statement.

V. Seminar Liaison: The Seminar Liaison will work with the Seminar Instructors in the Fall and Spring semesters. The Liaison will collect feedback from students each semester and provide it to the instructor. The Liaison may select more team members from Seminar to delegate responsibilities.

***Section 3:*** Ad-hoc committees may be initiated by the President at any time. All ad-hoc committees will be overseen by the Vice-President.

***Section 4:*** The President will be responsible for setting the agenda and conducting the meetings. The official student organization online registration must be completed by the President by the end of the Spring Window registration deadline.

The Vice-President will fill in as facilitator in the absence of the President as needed. The Vice-President will also oversee all committees.

The Secretary is responsible for taking the minutes of the Society meetings and distributing them to the graduate student body within a timely manner.

The Treasurer will be responsible for financial transactions with the approval of the executive committee. The Operating Funds Audit must be submitted to the Student Union before the required deadline.

The Faculty Meeting Representative will be responsible for attending the monthly FABE faculty meeting, providing Faculty with brief and relevant GSO updates; taking notes, and reporting at the next Society meeting.

**Article IV - Advisor: Qualification Criteria**

The advisor of the organization will be a faculty member of the Food, Agricultural, and Biological Engineering department at The Ohio State University, preferably the Graduate Student Advisor. The advisor will be an active member of the organization and act as a liaison between the organization and the university.

**Article V - Meetings of the Organization**

Meetings will be held on a monthly basis unless there is a need for additional meetings. The time of the meeting will be decided upon by the Executive Committee.

**Article VI - Method of Amending Constitution: Proposal, notice, and voting requirements**

***Section 1:*** Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed, and shall be read again and voted on in the following meeting.

***Section 2:*** A quorum is required for a vote to occur. A quorum is defined as one-quarter of the voting membership.

***Section 3:*** If a quorum is present at a regularly scheduled meeting, voting members present can decide on matters. If less than a quorum is present, an absentee ballot may be provided by the President to all voting members to collect their votes. A specific time for response must be provided in the ballot.

**Article VII - Method of Membership and Leadership Cancelation**

Any leader who has not regularly fulfilled his/her duties can be removed. Leadership cancellation will be proposed by any two members and voted by two-thirds majority of the voting membership.

Any member found guilty of violating the university code of conduct is automatically removed from membership. This removal can be appealed, the appeal is granted with the support of two-thirds of the voting membership.

**Article VIII - Method of Dissolution of Organization**

When membership drops to two active members or less the Society will dissolve. All remaining funds in the organization account will be donated to a local environmental charity of the remaining members’ choice.